



Job Description Deputy Assessor – Exemptions Clerk

**Job Title: Deputy Assessor -
Exemptions Clerk**

Job Code: AS214

Pay Grade: 15

Effective Date: October 2007

FLSA: Non-Exempt

Revision Date: October 2007

NATURE OF WORK

Under general supervision, performs a variety of technical and clerical functions in relation to the administration of Current Use programs for the Lewis County Assessor's Office; provides customer service to the public; and performs other related duties.

ESSENTIAL FUNCTIONS:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Assists the County Assessor in administering the Open Space Farm and Agriculture, Open Space Timber, Designated Timber/Classified Forest Land, and Agriculture Conservation programs.
- Responds to inquiries and provides program information to property owners, real estate professionals, and/or other interested parties in person and by telephone and/or correspondence.
- Provides customer service to the public; receives and processes program applications; calculates additional/compensating taxes due; collects and receipts application and transfer fees.
- Evaluates and issues prior approvals for continuance in Current Use programs; reviews legal descriptions and aerial photographs and verifies compliance with program requirements.
- Communicates continuance decisions and/or requests additional information from escrow personnel and landowners; authorizes Real Estate Excise Tax Affidavits for continuance in Current Use programs.
- Calculates and issues estimates and/or actual tax amounts for removal from Current Use programs.
- Conducts audits and monitors participants for compliance with program requirements; schedules and follows up with program applicants and participants.
- Reviews and disseminates Forest Management Plans, Farm and Agricultural Questionnaires, and income verification documents presented for Farm and Agricultural continuance.
- Prepares new application and program transfer files for inspection by Appraisal staff and/or presentation to governing bodies.
- Conducts a variety of general office duties including but not limited to data entry and filing.
- Performs routine duties of other Assessor's Office personnel as assigned or required.

WORKING ENVIRONMENT / PHYSICAL DEMANDS:

Work is performed in a standard office environment and involves light physical demands and frequent use of personal computers.

EMPLOYMENT STANDARDS:

High School Diploma or G.E.D. equivalent; AND two (2) year's customer service and/or exemptions experience.

KNOWLEDGE AND SKILLS REQUIRED:

Knowledge of:

- County policies and procedures.
- Exemptions principles and Current Use programs.
- Regulations governing Current Use programs.
- Legal descriptions and basic real estate principles.
- General office equipment and standard computer software applications.
- Customer service standards and protocol.

Skills in:

- Coordinating and performing a variety of clerical and technical exemptions functions.
- Assisting in administering various types of Current Use programs.
- Responding to inquiries and providing customer service to the public.
- Receiving/processing program applications and determining program eligibility.
- Establishing and maintaining effective working relationships with other staff, County departments, real estate professionals, outside agencies, and the general public.
- Communicating effectively verbally and in writing.